



شركة نجم عويفية الوطنية للبتترول  
AWAIFIAH STAR LOCAL OIL COMPANY

ASLOC

## LEAVE & ATTENDANCE POLICY

### Policy Statement

The Company is committed to managing leave and attendance in a fair, transparent, and compliant manner that supports operational continuity, workforce discipline, and legal obligations.

Regular attendance and adherence to approved working schedules are fundamental conditions of employment, particularly within oil and gas project environments where operational discipline is critical.

### Scope

This Policy applies to:

- All employees and assigned personnel;
- All Company operations, projects, sites, camps, and offices;
- All activities conducted on client-controlled sites, including oil and gas projects governed by client requirements.

Compliance with this Policy is mandatory.

### Working Hours & Attendance

Employees shall:

- Comply with assigned working hours, rosters, and site schedules;
- Report to work punctually and remain at work for the full assigned shift unless authorised otherwise;
- Accurately record attendance using Company or client-approved systems, where applicable.

Failure to comply with attendance requirements may result in disciplinary action.



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## Types of Leave

### Annual Leave

- Annual leave entitlement shall be granted in accordance with applicable labour laws and Company arrangements;
- Leave must be requested in advance and approved by the Company;
- Operational requirements may affect the timing of leave.

### Sick Leave

- Sick leave shall be granted in accordance with applicable law;
- Medical evidence may be required for sick leave approval;
- Abuse of sick leave entitlements may result in disciplinary action.

### Emergency & Special Leave

- Emergency or special leave may be considered at the Company's discretion;
- Such leave is not an automatic entitlement and is subject to operational needs.

### Unpaid Leave

- Unpaid leave may be granted at the Company's discretion;
- Approval is subject to operational requirements and management authorisation.

## Leave Application & Approval

All leave requests shall:

- Be submitted through the approved Company process;
- Receive prior approval before commencement;
- Be coordinated to ensure operational continuity.

Leave taken without approval may be treated as unauthorised absence.



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## Unauthorised Absence & Abscondment

Unauthorised absence includes, but is not limited to:

- Failure to report to work without notice or approval;
- Exceeding approved leave without authorisation;
- Leaving site or country without Company approval during active employment.

Unauthorised absence may result in disciplinary action, salary deduction where legally permissible, or termination of employment.

## Attendance During Training & Site Phases

- Attendance during training, assessment, and site deployment phases is mandatory;
- Failure to attend required training or site duties may delay progression, affect remuneration eligibility, or result in disciplinary action;
- Attendance requirements apply equally during assisted and authorised roles.

## Client & Site Attendance Requirements

Where employees are assigned to client-controlled sites:

- Client attendance, access control, and reporting systems shall apply;
- Failure to comply with client attendance rules may result in removal from site;
- Client decisions regarding site access shall be final.

This includes sites governed by **Petroleum Development Oman** or similar operators.

## Records & Monitoring

The Company shall:

- Maintain attendance and leave records;
- Monitor patterns of absenteeism;
- Take appropriate action to address attendance issues.

Attendance records may be used for operational, disciplinary, or legal purposes.



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### Non-Compliance & Discipline

Failure to comply with this Policy may result in:

- Warnings or corrective action;
- Suspension or salary adjustment where legally permissible;
- Termination of employment in cases of repeated or serious non-compliance.

Disciplinary action shall be applied in accordance with Company procedures and applicable law.

### Legal Alignment

This Policy is implemented in accordance with:

- Applicable labour laws of the Sultanate of Oman;
- Contractual obligations between the Company and its employees;
- Client attendance and site governance requirements.

### Policy Review

This Policy shall be reviewed periodically to ensure continued compliance with legal, contractual, and operational requirements.

Approved by:  
Managing Director